

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
CHILDREN'S SYSTEMS OF CARE
DEPARTMENTAL TRANSFER OPPORTUNITY
Senior Secretary III**

Children's Systems of Care/Family Community Partnerships is seeking a highly motivated and innovative individual to fill the full-time position of Senior Secretary III. Employees who currently hold the title Senior Secretary III may apply.

Examples of Duties:

- Provides secretarial support to the District Chief and to the Family and Community Partnerships staff at large directly and through the use of pool support staff
- Maintains email distribution lists and routinely sends out email blasts to network members
- Screens telephone calls, refers calls to others when needed
- Makes appointments, enters meetings to calendar, schedules/reserves conference rooms, drafts monthly RDO/Vacation schedules and event schedules.
- Processes mileage claims and telework forms
- Processes PARs
- Ensures staff is in compliance with mandatory trainings
- Keeps track of performance evaluations due dates
- Acts as an intermediary between supervisor and staff
- Gathers data for general information purposes or special reports
- Checks materials being submitted for supervisor's attention to make sure all signatures and/or justifications are included
- Maintains office files and records, including those of a confidential nature
- Takes meeting minutes, discerning and documenting key decisions and action items
- Tracks, orders and maintains office supplies
- Acts as timekeeping liaison
- Works with online Service Catalog to order new computer equipment, ergonomic evaluations, and to obtain systems access, shared drive access and network folder access for new and existing staff.
- Acts as occasional back-up for Deputy Director's secretary

Desirable Qualifications:

- Proficient in Microsoft Office, including Word, Excel, Outlook, and Visio
- Strong verbal and written communication skills
- Strong organizational skills and ability to manage multiple tasks
- Teamwork skills
- Ability to analyze and resolve problems independently
- Timekeeping experience.

Individuals currently holding the payroll title of Senior Secretary III are encouraged to submit their resume, master time card, and performance evaluations for the past two years for review and consideration to:

**Elizabeth Fitzgerald, MH Clinical Program Head
County of Los Angeles-Department of Mental Health
600 S. Commonwealth Ave, 6th Floor
Los Angeles, CA 90005
Phone: 213-739-5433, FAX: 213-252-0235**

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